15 November 1999

First JACoW Workshop on Electronic Publication of Proceedings of Particle Accelerator Conferences

Wednesday 1 December to Saturday 4 December 1999
Brookhaven National Laboratory, Upton, Long Island, NY
Building 515, ITD Seminar Room

WORKSHOP PROGRAMME

Wednesday, 1 December 1999 - Morning Session

09:00-09:15   **Introductory Remarks, John Poole, CERN**

09:15-10:30   **Session on Pre-conference Activities**
                         Chairman Ilan Ben Zvi, BNL

Abstract Submission, Daniele Bulfone, Sincrotrone Trieste (20')
What functionality is required: - data collection, acknowledgement, attribution of unique ID …
What data:- Author(s) name, Institute, identification (unique ID), text of abstract …
Should the abstracts be published immediately.
Review and appraisal of systems adopted by EPAC, PAC and ICALEPCS. Recommendations for minimum, optimum and maximum systems

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Paper Submission, Daniele Bulfone, Sincrotrone Trieste (20')
What functionality is required: acknowledgement, checks for completeness and correctness …
What data is required:- program code, source files, postscript file, platform information, software details ….
Pre-conference submission by FTP – what are the issues.
How should one deal with resubmissions. Should the papers be published on the web immediately.
This talk could be combined with the previous one if convenient.

10:30-11:00   Coffee Break

11:00-12:30   **Session on Pre-conference Activities, continued**
                         Chairman Ilan Ben-Zvi, BNL

Database Interface, Speaker to be announced (20')
What is the minimum data required. What applications/interfaces are required. What do we have now - examples of EPAC, PAC, ICALEPCS. Can we propose a standard Web interface for authors which could connect to any database e.g. Oracle, Filemaker, for example?

Templates, Peter Lucas, FNAL (10')
Review the style and content of existing JACoW templates. Does the layout suit everyone's needs? Report of some author comments and feedback. Why do we have to crop.

Layout of the Proceedings, Peter Lucas, FNAL (10')
Review the way we do it now. Describe in some detail the layouts of Book, CD and Web.
Compare and contrast APAC, EPAC and PAC…. Recommendations. Can/should we go to Web-only?

12:30-14:00   Lunch Break

Wednesday, 1 December 1999 - Afternoon Session

14:00-15:00   **Session on Training and Software Issues**
                         Chairman Daniele Bulfone, Sincrotrone Trieste

> **Author Education, Cathy Eyberger, ANL (15')**
> Review of current practice. How are authors managing now, what mistakes do they make, what is hard for them. Recommendations

> **Conference Staff Education, Cathy Eyberger, ANL (15')**
> Review of what staff need to know. Where are the difficulties. Can we propose a package to help?

15:00-15:30   *Coffee Break*

15:30-17:00   **Session on Training and Software Issues, continued**
                         Chairman Daniele Bulfone, Sincrotrone Trieste

> **LaTeX Installation, Michel Goossens, CERN (15')**
> People around the world need to install LaTeX at institutes and conferences so that authors can produce PS files with only postscript fonts.
> How does a LaTeX system work?
> They have at least two options:
>   PS versions of Computer Modern (CMR) (Bluesky or equivalent, etc.)
>   Times + CMR in PS as above
> Present a recipe: How does one install the system so that one gets the options above.
> Recommended platforms, operating systems....

> **LaTeX Prepared Documents, Martin Comyn, TRIUMF (15')**
> What goes wrong with them, e.g. fonts, people cheating (margins). Re-make failures because of different macros. Different installations, LaTeX on Mac with TeXtures. Figures: remaking them in PS, bounding boxes... Does Acrobat 4 help? Do we need tochange the templates ?

> **WORD Prepared Documents, Yong Ho Chin, KEK (20')**
> What goes wrong with them, as above, but also when 3 pages go to 4, cross-platform problems, cross-versions, Asian and Cyrillic font problems. Should we make the templates more sophisticated e.g. auto-numbering of sections, figures, references and so on.

Thursday, 2 December 1999 - Morning Session

09:00-10:30   **Session on Procedures**
Chairman Alfredo Luccio, BNL

> **File Systems (Electronic), Pauline Pearson, BNL (15')**
> Review systems: From the FTP server to the conference system / from Diskette to the Conference system etc.
> What are the requirements from organisers, processing people and others.
> Review issues: file names, case sensitivity, version control (resubmission, corrections by editors …), local vs.remote at conference, one directory per paper or other methods. Disc space requirements.

> **File Management (Documents), Pauline Pearson, BNL (15')**
> Review procedures: Receipt of authors copy, database updates, paperwork to travel with the copy during processing (precessing sheet, submission sheet ..). Controlling flow, locating papers, stickering, filing, post-conference activities like checking number of pages, poster police.

> **Quality Control, Waldo Mackay, BNL (15')**
> What is important (fonts, margins, aesthetics ...); how to do it
> What are the criteria? How can we assure quality? Are there some things that we can do to improve quality of the authors' work?

10:30-11:00   *Coffee Break*

11:00-12:30   **Demonstrations and Hands-on, ITD Training room, Chairman Alfredo Luccio, BNL**

This session is part presentation, part demonstration. The computers should have Acrobat 4 and PitStop 4 installed**.** Run through setting up and how to distill, check and correct papers.We only have PC's so can we address any Mac issues ? Use some typical examples (draw on PAC99 submissions ?).

> **Distilling, Waldo Mackay**
> What's new in Acrobat 4. New options in Acrobat 4. Proposal for set-up. Compatibility issues. Cropping.

> **PitStop, Waldo Mackay**
> What do we use it for? What can it do? What are the limitations? Versions.

12:30-14:00   *Lunch Break*

Thursday, 2 December 1999 - Afternoon Session

14:00-15:00   **Session on Generic Planning and Hardware Issues, Chairman Winfried Mitaroff, HEPHY**

> **Successful Conference Planning, Christine Petit-Jean-Genaz, CERN (15')**
> Tasks and deadlines. e.g. Website available for abstract submission, submission of papers, etc.

> **Processing Requirements, Ivan Andrian, Sincrotrone Trieste (15')**
> How to set up the computers at the conference venue and after, performance (processor, memory, screens). Software needed: Acrobat, editors, Word, LaTeX, Pitstop, etc. Hardware PC/Mac, printers. Frames for checking margins. Keyboard problems – special characters (Swedish/French/US)

15:00-15:30   *Coffee Break*

16:00-17:00   **Session on Generic Planning and Hardware Issues, continued**
Chairman Winfried Mitaroff, HEPHY

> **Networking, John Gould, BNL (15')**
> What do we have to achieve: Link PC and Mac (+ UNIX), for file-sharing,.link to rest of the world for file fixing/retrieval (resubmissions, getting missing files from home institiutes…). Moving files around – remote processing. E-mail to contact authors etc.

> **FTP Server, Herb Langenbach, BNL (15')**
> Requirements: how many files/users, file space. What do we need to supply as downloads, if anything. How to set up a distilling service. What should a distilling service do. How to indicate to authors that PDF is no good (margins, fonts, etc.). What are the security issues. How to set up the server to meet the requirements.

Friday, 3 December 1999 - Morning Session

09:00-10:30   **Session on Final Stages of Publishing the Proceedings**
                         Chairman Ivan Andrian, Sincrotrone Trieste

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The Ingredients of the End Products, John Smith, BNL (25')
Page numbering – how is it done, what data is required from DB, spacer pages in book ...
List what we need as an end product
- CD (papers, hidden fields, Acrobat index, wrapper…), format;
- Paper (printed version, additional info like preface, list of participants)
- Web (wrapper, hyperlinks …).
What is the scripting functionality - sorting, page numbering, hidden fields. How should we share.
Do we need more ?

10:30-11:00   *Coffee Break*

11:00-12:30   **Session on Final Stages of Publishing, continued**
                         Chairman Ivan Andrian, Sincrotrone Trieste

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Building the Table of Contents and the Author Index, Martin Comyn, TRIUMF (15')
Specification for Table of Contents and Authors Index on Web, CD and Book. List the key processes in their preparation
What is the scripting functionality - web page preparation, Table of Contents. How do they work, what are the input data requirements.
HTML - how to get there with scripts, problems with special characters

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Using .pdf Marks, Pascal Le Roux, CERN (10')
PDF files with links, description of L. Liljeby's program.

12:30-14:00   *Lunch Break*

Friday, 3 December 1999 - Afternoon Session

14:00-15:00   **Open Discussion,**
                         Chairman John Poole, CERN

Looking to the future, follow up on topics raised and resolve open issues (propose/agree new standards).

Developments in Electronic Publishing, Michel Goossens, CERN (20')

15:00-15:30   *Coffee Break*

15:30-17:00   **Round table discussion**
                         Chairman John Poole, CERN

Saturday, 4 December 1999 - Closing Session

09:00-10:30   **Concluding Summaries**
                     Chairman John Poole, CERN

Pre-conference Activities, Ilan Ben Zvi (20')

Training and Software Issues, Daniele Bulfone (20')

Procedures, Alfredo Luccio (20')

10:30-11:00   *Coffee Break*

11:00-12:30   **Concluding Summaries, continued**
                     Chairman John Poole, CERN

Hardware Issues, Winfried Mitaroff, HEPHY (20')

Final stages of Publishing the Proceedings, Ivan Andrian, Sincrotrone Trieste (20')

Future Prospects, John Poole, CERN (20')